

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB RECRUITMENT & PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUED</u>
<b>SALES MANAGER</b>	<b>\$22.68/HR</b>	<b>6-24-2016</b>
Full-time with benefits (sick, vacation, retirement and insurance)		
<b>OGDEN ECCLES CONFERENCE CENTER</b>		

**POSITION IS OPENED UNTIL FILLED**

**Position Summary:** Oversee, direct and manage overall scheduling and booking of facility.

**Major Responsibilities:**

Manage and maintain the scheduling book for all activities (both contracted and non-contracted events) to be held at the facility.

- Meet all sales goals for new accounts, revenue, sales calls, site visits and proposals.
- Sell available dates within the booking window to potential clients.
- Manage the issuing of contracts to clients for booking of the facility and distribute contracts for all accounts booked.
- Prepare and assure compliance with rental contracts.
- Work with Event Managers and Finance to make sure payments are received for past events
- Assure adequate insurance coverage is in place for event.
- Quote rental rates to clients or inquiries to future clients.
- Assist clients with questions pertaining to rental and use of the facility.
- Conduct inspection of the facility to establish proper assignment of space and review booking policies & work with Event Managers in transition to turn definite events.
- Respond to sales/booking inquiries for markets to include: national, state & regional associations, corporate, religious, sports and government.
- Conduct tours of facility for prospective lessees.
- Assist in marketing and sales by attending related industry meetings to establish new clientele and maintain relationships with existing accounts..
- Report to Director of Marketing on bookings, client relations, and arrangements.
- Supervise Assistant Booking Manager.
- Work closely with CVB in coordinating proposals and leads and participate with CVB in sales missions and sales calls
- Assists Director of Sales with reports and other projects, as assigned.
- Other duties as required or assigned by Director of Sales.
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**Knowledge, Skills, and Abilities:**

- Strong organizational and communication skills required.
- Attention to detail, follow-through and ability to manage time effectively.
- Minimum of one year experience in hospitality field.
- Working knowledge of industry terminology preferred.
- Bachelor degree in Marketing, Business, Sports Management or related field preferred.

***SPECIAL QUALIFICATIONS***

Position requires irregular schedules, including evenings, weekends and holidays; adjustment of shift, breaks, etc, may be required on short notice.

***TOOLS AND EQUIPMENT USED***

Telephone, computer and software programs, fax and calculator

***PHYSICAL DEMANDS***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk, or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include lose vision and the ability to adjust focus.

***WORK ENVIRONMENT***

The work environment characteristics described are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**APPLICATIONS MUST BE SUBMITTED TO: WEBER COUNTY HUMAN RESOURCES, 2380  
WASHINGTON BLVD 3<sup>RD</sup> FLOOR, SUITE 340, OGDEN, UTAH 84401**

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER – DRUG & BACKGROUND TESTING REQUIRED